



Claremont

GRADUATE UNIVERSITY

Enrollment Management Academy Agenda

Monday, July 16, 2018

Time	Topic	Responsible Party	Location
9:00 - 10:00	Continental Breakfast, Welcome, Introductions, Purpose of Academy, Review of Week's Agenda, Expected Outcomes, and Items Needed for Decision Making	Dr. Jessup, Pam, Dona, Carlos	Burkle 16
10:00 - 11:00	<ul style="list-style-type: none">• What Is Enrollment Management?• The Basics -<ul style="list-style-type: none">○ How CCC Apportionment Works• Common Definitions• Apportionment Methods	Pam	Burkle 16
11:00 - 11:15	Break		Burkle 16
11:15 - 12:30	The Basics (continued)	Pam	Burkle 16
12:30 - 1:00	Lunch		Burkle 16
1:00 - 1:30	Status of the Funding Formula	Carlos	Albrecht Auditorium
1:30 - 3:30	The Micro - Scheduling Best Practices - What to be Aware of at the Course/Department Level	Dona with Carlos	Albrecht Auditorium
3:30 - 3:45	Break		
3:45 - 5:00	The Micro (continued)	Dona with Carlos	Albrecht Auditorium
5:00 - 5:15	Explanation of Tomorrow's Work and What is Needed for Each College including: Scheduling Data, College Catalog, Fall 2017 and Spring 2018 Schedule of Classes	Carlos	Albrecht Auditorium
6:00 - 8:30	Welcome Picnic at Claremont Concert in the Park (90's Tribute) - Memorial Park (840 N. Indian Hill Blvd.)		

Tuesday, July 17, 2018

Time	Topic	Responsible Party	Location
8:30 - 9:00	Continental Breakfast		Albrecht Auditorium
9:00 -9:15	Review of Yesterday	Dona	Albrecht Auditorium
9:15 - 9:30	Explanation of Individual College Detective Work on Departmental/Divisional Scheduling (The Micro Level)	Carlos	Albrecht Auditorium
9:30 - 12:30	Individual College Work on Departmental/Divisional Scheduling - Detective Work	Instructors assist each college	Albrecht Auditorium
12:30 - 1:30	Lunch		
1:30 - 2:30	Review of the Micro - Unpacking Issues Colleges Discovered	Dona	Albrecht Auditorium
2:30 - 4:00	Continue Individual College Work on Departmental/Divisional Scheduling (The Micro Level); Complete check List and Gap Analysis to Share with Colleagues at Home Colleges	Instructors assist each college Take a break When You Need One	Albrecht Auditorium
4:00 - 4:30	Review of Issues; Explanation of Wednesday and Necessary Data Needed: College and District FTES Targets; Fall 2017, Spring 2018, Summer Data including department and division FTEF, FTES generated, Fill Rates, WSCH/FTEF; Rate of Non-Resident to Resident FTES; FTES Cushion Expectation	Pam	Albrecht Auditorium
5:30 -7:30	Appetizers and Cocktails hosted by Double Tree Hotel (Optional) ; Dinner on your own		Double Tree Orchard Patio

Wednesday, July 18, 2018

Time	Topic	Responsible Party	Location
8:30 - 9:00	Continental Breakfast		Albrecht Auditorium
9:00 -9:15	Review of Yesterday	Dona	Albrecht Auditorium
9:15 - 11:30	The Macro - How to Develop an Enrollment Management Plan for the College based on Data and how that Drives your Budget	Carlos and Pam	Albrecht Auditorium
11:30 - 12:00	Explanation of Afternoon Work on the Development of an Enrollment Management Plan	Carlos and Pam	Albrecht Auditorium
12:00 - 1:00	Lunch		Albrecht Auditorium
1:00 - 3:00	Individual College Work on a Data-driven Enrollment Management Plan	Instructors assist each college	TBD
3:00 - 3:15	Break		
3:15 - 3:30	Review of the Macro - Sharing Issues Colleges Discovered; "To Do" List	Dona	TBD
3:30 - 5:30	Individual College Work on a Data-driven Enrollment Management Plan (cont'd)		TBD
5:30- 6:00	Review of Afternoon; Discussion of Thursday's Agenda	Pam	TBD
6:30	Reception- Bucca Di Beppo		505 W Foothill Blvd, Claremont, California 91711

Thursday July 19, 2018

Time	Topic	Responsible Party	Location
8:30 - 9:00	Hot Buffet Breakfast		Albrecht Auditorium
9:00 -10:30	Budget Practicum	Pam and Carlos	Albrecht Auditorium
10:30 - 11:00	Finalizing the Steps you go Through to Implement the Plan	Pam	Albrecht Auditorium
11:00 - 11:30	Program Evaluation	Christina	Albrecht Auditorium
11:30 - 12:30	Final Thoughts; Recap; What Now?? Certificates	Instructors Jack Scott	Albrecht Auditorium

The agenda is subject to change.